

Tri Mulyanto

From: Nadissa Chairany
Sent: 04 March 2019 17:12
To: Deddy Dwiyono; Muhammad Ismail Tou; Muhammad Wahyudi; Rachmad Jayadi; Ridwan Santosa; Valentino Ratag
Cc: Edi Santoso; Edo Irnanda; Muhammad Siri; Tri Mulyanto; Herlin Rima Alfiana; Suwono; Darren James Wood; Wahyu Eko Priyo Utomo
Subject: RE: Kunjungan External Auditor QMS dan SHE ke Tarakan
Attachments: 3_Itinerary Tarakan_PTTU_Surv9K_14K_18K.pdf

Dear Pak Deddy dan Trakindo Tarakan Team,

Please find detail itinerary for External Auditor Visit to Tarakan, 26-28 Mar 2019.
Please check and prepare the location, team readiness, and documentation in Tarakan.

Kindly help to coordinate transportation during audit. We will accommodate flight and accommodation from Head Office

If there are questions or other information needed, please contact us.

| Location | Date | Time | Divisi/Department | Auditor | OSM | SHE | |
|----------|---------------------|---------------|-------------------|---------|-------|-------|--|
| Tarakan | Tue, 26 Mar 2019 | 08:30 - 09:00 | Opening Meeting | YE, CY | Wahyu | Tri M | |
| | | 09:00 - 10:00 | Office Site Tour | YE, CY | | | |
| | | 10:00 - 12:00 | Branch Head | CY | | | |
| | | 10:00 - 12:00 | SHE | YE | | | |
| | | 12:00 - 13:00 | Lunch | | | | |
| | | 13:00 - 14:00 | Branch Head | CY | | | |
| | | 13:00 - 14:00 | SHE | YE | | | |
| | | 14:00 - 17:00 | Sales | CY | | | |
| | | 14:00 - 17:00 | OO | YE | | | |
| | Wed, 27 Mar 2019 | 08:30 - 10:30 | HR | YE | | | |
| | | 08:30 - 10:30 | Finance | CY | | | |
| | | 10:30 - 12:00 | POD | YE, CY | | | |

| | | | | |
|--|---------------------|---------------|-------------------------|--------|
| | | 12:00 - 13:00 | Lunch | |
| | | 13:00 - 17:00 | POD | YE, CY |
| | Thu, 28 Mar 2019 | 08:00 - 12:00 | Workshop, Field Service | YE, CY |
| | | 12:00 - 13:00 | Lunch | |
| | | 13:00 - 14:00 | Workshop, Field Service | YE, CY |
| | | 14:00 - 15:30 | Confirmation | YE, CY |
| | | 15:30 - 16:00 | Closing | YE, CY |

Regards,
Nadissa

From: Nadissa Chairany

Sent: 25 Februari 2019 15:33

To: Deddy Dwiyono <deddy.dwiyono@trakindo.co.id>; Muhammad Ismail Tou <muhammad.tou@trakindo.co.id>; Muhammad Wahyudi <muhammad.wahyudi@trakindo.co.id>; Rachmad Jayadi <rachmad.jayadi@trakindo.co.id>; Ridwan Santosa <ridwan.santosa@trakindo.co.id>; Valentino Ratag <valentino.ratag@trakindo.co.id>

Cc: Edi Santoso <edi.santoso@trakindo.co.id>; Edo Irnanda <edo.irnanda@trakindo.co.id>; Muhammad Siri <muhammad.siri@trakindo.co.id>; Tri Mulyanto <tri.mulyanto@trakindo.co.id>; Herlin Rima Alfiana <herlin.alfiana@trakindo.co.id>

Subject: RE: Kunjungan External Auditor QMS dan SHE ke Tarakan

Importance: High

Dear Pak Deddy dan Tim Trakindo Tarakan,

Mohon updatenya terkait dengan dokumen yang diperlukan untuk persiapan terkait external audit, mohon untuk dapat mengirimkannya kepada kami dalam waktu dekat;

1. **Struktur organisasi terbaru**
2. **Site map Tarakan**

Selain itu, terdapat perubahan pendamping dari tim SHE ke Tarakan; dari sebelumnya Pak Siri menjadi Pak Tri Mulyanto.

Jika ada pertanyaan, silahkan hubungi kami.

Terima kasih

Regards,
Nadissa